

# SAMPLE

## Older Adult Daily Living Center Regulatory Requirements Unique to Title 6, Chapter 11

Date of Compliance Review \_\_\_\_\_

Regulation	Title	Description	Compliant Y/N	Corrective Action (If Required)
<b>General Requirements</b>				
11.8(d)	Responsible Party Designation	If a client has a Power of Attorney, the OADLC shall have a copy of the Power of Attorney in the client's file.		
11.9(a)	Client Rights	OADLC clients have additional client rights beyond those found in Adult Training Facilities		
11.9(b)	Posting Client Rights	The OADLC client rights are to be posted in the center		
11.9(c)	Explaining Client Rights	Client rights are to be explained to clients and responsible parties		
11.13(b)	Written Policies and Procedures	OADLCs require additional policies and procedures beyond those found in Adult Training Facilities		
11.16(c)	Reporting of Unusual Incidents	Oral reporting requirements of unusual incident reports		
11.16(d)	Reporting of Unusual Incidents	Written reporting requirements of unusual incident reports		
11.16(e)	Incident Report Filing	A copy of an unusual incident report relating to an individual shall be kept in the client's record		
11.16(f)	Incident Report Filing	Incident reports relating to the center itself, such as fire department response, shall be kept on file for 4 years		

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11.17(b)	Death Reporting	Reporting requirements for Death Reports		
11.18(d)	Criminal History Background Checks	This regulation is superseded by the Older Adult Protective Services Act. See regulation Title 6, Chapter 15.141-15.146		
11.18(e)	Criminal History Background Checks	A copy of an employee's criminal history background check shall be kept on file by the center operator		
11.20(b)	Grievances	The OADLC shall provide clients and responsible parties with contact information for the local Long-Term Care Ombudsman		
11.21(a)	Emergency Procedures	The OADLC shall have written procedures for handling emergencies		
11.21(b)	Emergency Procedures Training	The written emergencies procedures shall be reviewed with staff quarterly		
<b>Staffing</b>				
11.31(a)	Minimum Staff Requirements	OADLC staff are to meet these minimum requirements		
11.33(a)	Staff Orientation Training	The OADLC must ensure the OADLC unique orientation training topics are covered for all new staff		
11.33(c)	Training Curriculum and Trainer Qualifications	The OADLC must have the training curriculum for orientation and annual training, and ensure the trainers are qualified in those areas		
11.33(f)	Additional Training Mandated by the Department of Aging	OADLC directors and a designee must complete the Department of Aging's online training course for OADLC directors within 3 months of hire		
<b>Physical Site</b>				
11.52(c)	Indoor Floor Space	The OADLC capacity will be based on this regulation		
11.62	Posted Phone Numbers	The center shall post, by each phone with an outside line, the numbers listed in this regulation with the		

		exception of the Governor's Action Center number, which is no longer active		
11.69(1)	Bathrooms	The bathroom to client ratio of 1:14 applies to OADLCs		
<b>Fire Safety</b>				
11.82(b)	Evacuation Procedures	Written evacuation procedures shall be posted in program areas		
11.90(a)	Fire Safety Training for Clients	Clients are to be trained upon admission and quarterly on fire safety and smoking.		
11.90(b)	Extent of Participation	Document the extent of the client's participation in fire safety training		
11.90(c)	Fire Safety Documentation	Center shall document the training as described in regulation		
<b>Program Components</b>				
11.101(a)	Intake Screening	Intake Screening is to be done for each participant within 60 days prior to admission		
11.101(b)	Intake Screening	The information listed in this regulation is to be addressed in the client intake screening		
11.101(c)	Determination of Appropriateness for Center Admission	Determination, based on the intake screening, that the client is appropriate for the OADLC		
11.101(d)	Notification When Not Admitting	The OADLC must notify a client who is determined to not be appropriate for the OADLC		
11.102(c)(5)	Medical Report	The client medical report must also contain a statement affirming the client is free of communicable disease		
11.104(c)(5)	Individual Care Plan	The care plan/ISP must identify the staff person(s) responsible for the implementation of the plan, or specific components of the plan		
11.105(b)	Review of Individual Care Plan	Each semi-annual review must be conducted with the client and/or		

		responsible party. The OADLC must document the review occurred		
11.109	Service Documentation	Client progress notes shall be written at least monthly and shall cover those areas addressed in this regulation		
<b>Discharge Policy</b>				
11.110(a)	Written Discharge Policy	The discharge policy shall be available to client upon admission		
11.110(b)	Discharge Policy Components	The discharge policy must address at least the items noted in this regulation		
11.110(c)	Discharge Procedure	The OADLC must have a discharge procedure that addresses recommendations for continuing care and referrals to community services		
11.110(d)	Discharge Procedure	The OADLC shall document the date and reason for discharge or transfer and the client's destination, if known		
11.111(a)	Notification of Discharge	The center must give oral and written notice at least 30 days prior to discharge		
<b>Center Services</b>				
11.122	Assurance of Service Quality	The OADLC shall assure the quality of services it makes available to clients to include proof of any professional licensure or certification, and proof of professional liability insurance		
11.123(2)	Nursing Services	The OADLC must provide the nursing services described in this regulation		
11.123(ii)	Therapeutic Activities	The OADLC must prepare and post a monthly activities calendar and these activities must be coordinated with other services offered in the center		
<b>Health</b>				
11.132(a)	Staff Physical Examination	OADLC staff shall have a physical exam within 12 months prior to employment and every 2 years		

		thereafter		
11.132(c)(3)	Staff Physical Examination	The staff medical report must include a statement affirming the staff person is free of communicable disease		
11.133	Communicable Disease	If a staff person or volunteer has a communicable disease, the requirements in this regulation must be followed		
<b>Medications</b>				
11.147	Self-Administration of Medications	If an OADLC client self-administers medications, this regulation must be followed		
<b>Nutrition</b>				
11.151	Dining Area	The OADLC shall have a dining area as described in this regulation		
11.152	Food Provided or Arranged by Center	If the OADLC provides meals, the provisions of this regulation must be followed		
<b>Protective Devices</b>				
11.171(a)	Use of Restraints, Seclusion, and Adverse Conditioning is prohibited	The use of these devices in an OADLC is prohibited		
<b>Client Records</b>				
11.193(1)(v)	Content of Records	A photograph, taken with the last 5 years, must be in the client record		
<b>Application</b>				
11.231	Application Form	The OADLC shall apply for a license as described in this regulation		
11.232	Reapplication	The legal entity shall apply for a renewal of its OADLC license at least 60 days prior to the expiration of its OADLC license		
<b>Inspection</b>				
11.243	Other Inspections	The OADLC is subject to announced and unannounced inspections as described in this regulation		
11.244	Access	OADLCs shall provide authorized		

		agents of the Department of Aging full access to its records during all inspections. The Department has the right to enter and inspect as described in this regulation		
<b>Fees</b>				
11.251	Payment of Fees	The legal entity shall pay the applicable license fee prior to the issuance of a license		
<b>Licensure</b>				
11.267	Posting of the License	The OADLC license must be posted in a public place in the center		
11.268	Restriction on the License	This regulation lists the conditions that cause an OADLC license to become void		
11.269	Change in Ownership, Name, or Structure	The Department shall be notified in advance of these changes as described in this regulation		
11.270	Notification of Change	The OADLC must notify the Department per the timeframes noted in this regulation		